MINUTES
Strategic Planning Committee

DATE	July 26, 2005
TIME	10:00 AM
LOCATION	State Library and Archives Large Conference Room
RECORDER	Alisanne Maffei, Strategic Planner

ATTENDEES

Name	Attend ✓	Name	Attend ✓
Chair – Mike Hillerby, Governor's Office		Co-Chair – Perry Comeaux, Department of Administration	✓
Birgit Baker, DETR	✓	Alisanne Maffei, DoIT	✓
Allen Biaggi, CNR		Dave McTeer, Administration	✓
Mark Blomstrom, DoIT		Randy Potts, DoIT	
Miles Celio, Military	✓	Grant Reynolds, B&I	✓
Chuck Chinnock, Taxation		Keith Rheault, Education	
Robert Chisel, NDOT		Kathy Ryan, DoIT	✓
Jackie Crawford, Corrections		Terry Savage, DoIT	✓
Terry Crawforth, Wildlife		Kay Scherer, CNR	✓
Linda DeSantis	✓	Scott Sisco, Cultural Affairs	
Jeanne Greene, Personnel	✓	Tom Summers, Taxation	
Don Henderson, Agriculture		P. Forrest Thorne, PEBP	✓
Sara Jones, Cultural Affairs		Giles Vanderhoof, Homeland	
Ginny Lewis, DMV	✓	Doug Walther, B&I	
		Mike Willden, DHHS	✓

CALL TO ORDER

I   Introduction

- Perry Comeaux, Department of Administration, called the meeting to order.

II   Updates

- Dave McTeer, Department of Administration, presented his updates on the enterprise e-department and video teleconferencing projects.
- Dave McTeer indicated that the number of online customers using echeck is increasing; Nevada Film Office, Secretary of State and Economic Development are working to join in the project.

- The video teleconferencing project is progressing with purchasing working on an RFP.

- Birgit Baker, DETR, updated the committee on the Business Registration function; 35% of the business registrations are currently done on the internet. (note: DETR Online Services Tour link noted below)

- Kathy Ryan, DoIT, discussed the status of activity on the Critical Business Technology Assessment Project (CBTAP) since session has ended. The data is expected to be entered into the repository by November and CBTAP completed by January for ITSPC use.

III   Review and Approval of the Minutes

- After review of the June meeting minutes, it was moved to accept the minutes by Ginny Lewis and seconded by Mike Willden. The minutes from June 22, 2005 were accepted as presented without changes.

IV   Review and Approval of the PM Qualification Standard

- The changes to IT Project Management Qualification Standard and impact statement were reviewed. The changes per the requests from agencies had been included. The costs had been added to the impact statement.

- Jeannie Greene, Personnel, thanked Kathy Ryan for ensuring the necessary changes as discussed were made and the time was taken as needed.

- Kathy Ryan provided a PM training update; the RFP is out with the vendor to provide both introductory and advanced training tied to the competencies. Bids are expected back in August, with a review of the top 3 resulting in an award at the end of August, going to BOE October 11. The first class is anticipated beginning of November.

- The PM qualification process will be presented at the next meeting.

- The Standard was accepted as presented without changes by the ITSPC.

VI   Presentation

- Linda DeSantis, State Webmaster, Mgr of Web Development Team, presented a status update on the SilverSource website.

- Linda reminded the group that currently a help desk ticket is used to request any agency form update.

- SilverSource, the State of Nevada Forms Clearinghouse website has been updated with the changes Linda indicated were to be made. (note: see SilverSource links noted below)

VII   Future Issues/New Business

- Discuss at the next meeting IT Workforce Planning Initiatives and contingency strategic planning;

- The Technical Standards Committee is conducting the first meeting this Thursday, on July 28th in the IMS meeting room.

VIII   WRAP UP

- The next meeting of the IT Strategic Planning Committee will be scheduled for August 24th, from 10:00 AM until 12 noon in the State Library and Archives Large Conference Room.

ACTION ITEMS

Item No.	Description	Assigned To
1.	Compile inputs for Enterprise and Agency IT Strategic Plan with Directors and Agencies	Alisanne Maffei
2.	Collect and publish State Videoconferencing Equipment inventory	A. Maffei/ R. Sliva
3.	Draft update for NITOC policy	Alisanne Maffei
4.	Update on Digital Certificates and Digital Signatures for Nevada	Alisanne Maffei
5.	Provide listing of IT Accounts	T. Savage/ A. Maffei
6.	Review the highway fund treatment for microwave projects	Alisanne Maffei
7.	Provide update on IT Workforce Planning Initiatives	Alisanne Maffei

Related Links / Contact Information:

Terry Savage contact: 684-5801, cell 721-5184, tsavage@doit.nv.gov

IT Security email infosec@state.nv.us

Nevada Communications Steering Committee website http://ncsc.nv.gov/

NITOC document index http://www.nitoc.nv.gov/document_index.htm#Operations

IT Strategic Planning Committee http://www.nitoc.nv.gov/index_planning.htm

IT Project Oversight Committee http://www.nitoc.nv.gov/index_project.htm

IT Workforce Committee http://www.nitoc.nv.gov/index_workforce.htm

The Critical Business Technology Assessment Program (CBTAP) Tool http://doit.nv.gov/cbtap/

Department of Employment, Rehabilitation and Training; Unemployment Insurance Tax Services https://uitax.nvdetr.org/crp_home

Department of Employment, Rehabilitation and Training; Online Services Tour https://uitax.nvdetr.org/crphtml/tour_intro.htm

SilverSource, State of Nevada Forms Clearinghouse http://silversource.state.nv.us/

SilverSource test version until finalized http://silversource.state.nv.us/index_new.htm